**Getting Started Checklist**

**For Financial Management**

* **Enter budget** in OnCorps (by due date listed on AmeriCorps deadlines and events calendar)
* **Create a Cost Allocation Plan**
  + Show how your expenses are allocated (split).
* **Become acquainted with the CNCS vs. Match percentages** stipulated in the contract and make sure the materials you develop adhere to them
* **Develop a distribution schedule for the living allowance** (weekly, bi-weekly, or monthly). The living allowance should be distributed in **equal increments** throughout the member’s term of service.
* **Create a 3rd party in-kind contribution form**
* **Implement timesheets and train staff** on correct usage to track the hours they spend on the AmeriCorps grant
* **Identify the hourly wage for staff individuals** working on the AmeriCorps grant are paid and use that rate multiplied by the number of hours spent on the grant when reporting staff personnel expenses
* **Create an accounting system** capable of generating a general ledger & trial balance specifically for the AmeriCorps program that is separate from the entire organization
* **Enter all due dates for PER’s, RFF’s, and Federal Financial Report** on the office calendar